

Weekly Report for Week Ending 19 March 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions

Deleted one item and approved a new item to be added to ORR Records Control Schedule.

2. Assignments - Active 25X1A9a

a. Map Library Division, ORR [REDACTED]

The original estimate of required space and filing equipment for this Division, which was based on the present expansion rate, is obsolete because of a sizeable increase in receipt of material. As a result, use of the [REDACTED]

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[REDACTED] is necessary. A supplemental request for approval of floor-loading in this area is being prepared by Space Maintenance and Facilities/OL for submission to G.S.A. A floor plan is being prepared by this Staff which will become a part of the request.

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b. CIA Library, OCR [REDACTED]

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The Space Maintenance and Facilities Division/OL has requested G.S.A. to furnish an estimate on cost of rearranging existing shelving in this area. Indications are that such a project will be too costly for the relative small gain in filing space, and floor loading may preclude adding additional shelving to that side of the room.

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25X1A9a c. Subject-Numeric File Installation - ORR Geographic Area [REDACTED]

1a. Completed six file installations in Geography Division which leaves two installations to be done. Map Library Division is to be started next Monday.

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d. OTR- Records Control Schedule - [REDACTED]

1a. The revised schedule for all of the Support Staff, OTR has been approved and signed. The schedule for the A&E Staff has been submitted for approval. 25X1A9a

e. Improved Filing System for Biographic Profiles (Form 1200) for Selection Staff, OP [REDACTED]

On 17 March, reviewed with Chief, Selection Staff various methods of filing completed Biographic Profiles. Before accepting RMS recommendation for loose filing in folders, Miss [REDACTED] requested trial of vertical expansion pocket file. Arranged to obtain one by direct purchase from commercial source for test.

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f.

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Recommendation for use of Open File Shelving will be forwarded to the Office upon receipt of the approved floor plan from the Office of Security.

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g. Comptroller, Machine Records Division

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Word was received from the Office of Logistics that the vaulting of the middle of April.

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h. Office of Personnel

No change from previous report.

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i. Installation of Subject-Numeric File in Office of Chief, Central Processing Branch, RSD, OP

Scheduled to begin 24 March 1958.

j. Filing Equipment Review

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Several requisitions for field installations have been processed during the past three weeks. These have been brought to the attention of the DD/P Area Records Officer since there was no indication of them being processed through him. He has requested that we furnish him copies of our log for informational purposes.

k. Office of the DD/S

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The schedule covering the records of the former Regulations Control Staff has been submitted to the Office of the DD/S for review and approval.

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1. Assistance to ARO/OP in OP Internal Notice on Records Maintenance

Discussed with Mr. provisions for starting control record in his office to permit improved reporting of future progress in records disposition and current volume of records on hand in OP.

3. Vital Materials

a. Microfilming of vital materials in the Office of commenced this week in accordance with the established vital materials deposit schedule.

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b. A review of the vital materials deposits of the Office of General Counsel was made. This resulted in the authorization to destroy over 400 obsolete items.

- c. The Office of the Director is presently reviewing all their vital materials deposits to determine which records in this collection are no longer considered vital and, therefore, may be withdrawn.

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- d. A meeting was held with Mr. [REDACTED], OBI, to discuss the discontinuance of punching tab cards and listing on the availability register, all NIS map negatives. In place of this listing, a preprinted number control sheet would be used to control these deposits. This change appeared very favorable to [REDACTED] and will be discussed with Mr. [REDACTED]

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4. News

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- a. Arranged meeting between Mrs. [REDACTED] OSI Records Officer, and Mr. [REDACTED] to explain to Mr. [REDACTED] some of the simplified techniques of logging and mail control that have been adopted by OSI.
- b. Messrs [REDACTED] of ORR/Map Procurement and Mr. [REDACTED] accompanied last week's trip to the Repository. [REDACTED] new Chief of Registry, [REDACTED] was briefed on the operation of the Records Center and the [REDACTED]
- c. At the request of [REDACTED] a package containing Records Control Schedule sheets and Survey Worksheets was sent to [REDACTED] for transmission to Frank for his use in the preparation and development of a Records Disposition Program in [REDACTED]
- d. Miss [REDACTED] Acquisition Branch, Library visited the Records Center to review retention periods on records transferred there last year.

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